



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

TELEPHONE INSTALLATION/MAINT TECHNI

Job Number: 20000503

Job Code: 12700V000101

Job Group: 1200 - ELECTRONICS AND COMMUNICATIONS

Job Established: 08/01/1990

Job Revised: 05/16/2008

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs beginning level duties in providing installation and maintenance of new and existing telephone systems; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate supplemented by one year (28 semester hours or 1440 clock hours) of training in electronics, electrical engineering or a related field.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in telephone system repair, maintenance or installation will substitute for the technical training on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs routine testing, installation and maintenance of electronic and electro-mechanical key telephone systems under supervision. Pulls telephone cable and connects cable to jacks, connecting blocks, etc. as required to make system(s) operational. Conducts inventories and prepares list of materials required to perform assigned tasks. Performs basic translation (programming) under direct supervision. Attends schools to learn new technical skills and performs self study and course technical work. Performs technical work and administrative duties as required.

UNIQUE PHYSICAL REQUIREMENTS:

Normal working conditions except some lifting and climbing on a daily basis. May be exposed to chemical hazards when working with fiber optics and to electrical hazards.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.